

7 FEBRUARY 2007



Services

AERO CLUB OPERATIONS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ AFSVA/SVPAR
Supersedes AFMAN 34-232, 1 November 1997

Certified by: AF/A1S (Mr. Arthur J. Myers)
Pages: 47

This manual implements AFI 34-217, *Air Force Aero Club Program*, by providing detailed operational requirements, restrictions, and operating procedures for Air Force Aero Clubs. It applies to all Air Force units and members as well as U.S. Air Force Reserve units and members. Major commands (MAJCOM), direct reporting units (DRU) and field operating agencies (FOA) may supplement this pamphlet to furnish detailed guidance for base-level operations and provide for periodic self-inspections. All requests to issue supplements must be submitted to Headquarters Air Force Services (HQ USAF/A1S), 1770 Air Force Pentagon, Washington, D.C. 20330-1770. Send comments to Headquarters Air Force Services, HQ USAF/A1S, using AF IMT 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, (will become AFMAN 33-363) *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil>. This publication requires the collection and/or maintenance of information protected by the Privacy Act of 1974. Forms and documents affected by the Privacy Act will have appropriate Privacy Act Statements. The authority to collect and/or maintain the records prescribed in this publication is Title 10, United States Code, 8013, *Secretary of the Air Force*. System of records notice F036 AFOSI B, *Informational Personal Records* applies.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. It supercedes AFMAN 34-232, *Aero Club Operations*, 1 November 1997. This version corrects superceded references, clarifies maintenance procedures, and updates operations and safety information. In addition, it mandates the use of the Automated Dispatch Program (ADP), and incorporates serious incident reporting procedures.

Chapter 1— GENERAL PROGRAM GUIDANCE	5
1.1. Specific Application.	5
1.2. Establishing an Aero Club.	5

1.3.	Dissolving an Aero Club.	6
1.4.	Insurance Programs.	6
1.5.	Initiation Fees.	6
1.6.	Member Records/Training Folders.	6

Chapter 2— AIRCRAFT, EQUIPMENT, AND SUPPLIES 7

2.1.	Purchasing and Leasing Aircraft.	7
2.2.	Government-Loaned Aircraft.	7
2.3.	HQ AFSVA/SVPAR Loaned Aircraft.	8
2.4.	Aircraft and Engine Parts.	8
2.5.	Authorized Inventories.	8
2.6.	Registering Aircraft.	9

Chapter 3— OPERATIONS 10

3.1.	Standard Operating Procedures (SOP).	10
3.2.	Pilot Information File (PIF).	10
3.3.	USAF Aero Club Instructor Standardization Guide.	10
3.4.	Documents and Publications.	10
3.5.	Local Flying Area.	11
3.6.	Pilot-In-Command (PIC).	11
3.7.	Passengers.	12
3.8.	Aircraft Scheduling.	12
3.9.	Required Equipment.	12
3.10.	Checklists.	12
3.11.	Clearance Procedures.	13
3.12.	Pilot Currency.	13
3.13.	Pilot Training.	13
3.14.	Aircraft Checkouts.	14
3.15.	Knowledge Examinations.	14
3.16.	Refueling.	15
3.17.	Flight Restrictions.	15

Chapter 4— SAFETY 21

4.1.	Safety Meetings.	21
------	-----------------------	----

4.2.	Fire Extinguishers.	22
4.3.	Flight Clothing.	22
4.4.	Air Force Occupational Safety and Health (AFOSH) Standards.	22
4.5.	Disciplinary Action/Retraining.	22

Chapter 5— MAINTENANCE **23**

5.1.	General Maintenance Information.	23
5.2.	Time Between Overhaul (TBO).	24
5.3.	Compliance With Manufacturer's Service Bulletins.	24
5.4.	Grounding an Aircraft.	24
5.5.	Maintenance Records.	24
5.6.	Maintenance Status.	25
5.7.	Use of Base Facilities.	25
5.8.	Aircraft Parts.	25
5.9.	Precision Measuring Equipment.	26
5.10.	Service Difficulty Reports (SDR)/Malfunction Defect Reports (MDR).	26
5.11.	Functional Check Flight (FCF).	26
5.12.	Deferred Maintenance.	26
5.13.	Tool Control Program.	26
5.14.	Maintenance Training.	26
5.15.	Corrosion Control.	26

Chapter 6— WHAT PEOPLE DO **27**

6.1.	Manager Responsibilities.	27
6.2.	Club Operations Officer Responsibilities.	28
6.3.	Club Safety Officer Responsibilities.	28
6.4.	Club Maintenance Officer Responsibilities.	29
6.5.	Chief Flight Instructor Responsibilities.	29
6.6.	Flight Instructor Responsibilities.	30
6.7.	Chief of Maintenance Responsibilities.	30
6.8.	Member Responsibilities.	30
6.9.	Standardization Board Member Responsibilities.	31
6.10.	Clearing Authority Responsibilities.	31
6.11.	Forms Prescribed.	32

6.12. Forms Adopted.	32
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	33
Attachment 2— FORMAT FOR STANDARD OPERATING PROCEDURES	36
Attachment 3— GRADING PRACTICES	37
Attachment 4— PILOT CHECKOUT REQUIREMENTS	39
Attachment 5— MISHAP REPORTING PROCEDURES	41
Attachment 6— INSTRUCTIONS FOR COMPLETING AF FORM 270 (AERO CLUB OPERATIONS, RCS: HAF-SV (Q) 9495)	43
.Attachment 7— MEMBERSHIP RECORDS	46
Attachment 8— PILOT INFORMATION FILE (PIF) BINDER FORMAT	47

Chapter 1

GENERAL PROGRAM GUIDANCE

1.1. Specific Application. Commanders at each echelon, aero club personnel, members, and others responsible for implementing the Air Force Aero Club Program will comply with applicable Air Force Policy Directives and Instructions, Federal Aviation Administration (FAA) Regulations, National Transportation Safety Board (NTSB) statutes, and this manual. Compliance with this publication is mandatory.

1.1.1. MAJCOMs may supplement this manual as needed with approval from HQ AFSVA/SVPAR, Recreation and Business Branch, Directorate of Programs, 10100 Reunion Place, Suite 402, San Antonio TX 78216-4138.

1.1.2. HQ AFSVA/SVPAR is the waiver authority for requirements and restrictions detailed in this manual. Waiver requests must originate from the Services commander or division chief through their respective MAJCOM to HQ AFSVA/SVPAR.

1.1.3. Pilots may deviate from requirements and restrictions in this manual to the extent required to meet an emergency situation. Pilots shall report any deviation from this manual to the Aero Club Manager as soon as practicable.

1.2. Establishing an Aero Club. Persons who wish to establish a club will inform the installation Services commander or division chief who will conduct a base-wide survey to determine the potential size of the initial organization, club growth potential, and type of flying desired. The installation Services commander or division chief will coordinate with the base safety office, civil engineering, and base operations to ensure feasibility; and afterwards, call a meeting of interested people to study the survey results. If results are favorable, the installation Services commander or division chief will appoint interested individuals eligible for membership to temporarily direct the club until the aero club staff assume duties.

1.2.1. The installation Services commander or division chief will assist appointed individuals in obtaining applicable Air Force publications, writing the club's Standard Operating Procedures (SOP), developing the financial plan, and obtaining installation commander approval.

1.2.2. The installation Services commander or division chief will ensure the club does not begin operation or obligate funds until it has accomplished all of the following.

1.2.2.1. Appointed an aero club manager.

1.2.2.2. Established administrative files according to AFI 37-138, *Records Disposition--Procedures and Responsibilities*.

1.2.2.3. Complied with AFI 34-217, *Air Force Aero Club Program*.

1.2.2.4. Conducted a pre-operational activity inspection by the base safety office, MAJCOM, and HQ AFSVA/SVPAR.

1.2.2.5. Advised HQ AFSVA/SVPAR, in writing, the club is established.

1.2.3. Once the pre-operational activity inspection is complete, the inspection team will brief the club manager, who will ensure that discrepancies are corrected. The corrective action report will be forwarded to the installation commander for approval to begin flight operations.

1.3. Dissolving an Aero Club. The installation Services commander or division chief will notify their MAJCOM and HQ AFSVA/SVPAR at least 60 days prior to dissolving an aero club.

1.3.1. HQ AFSVA/SVPAR will determine the disposition of government owned or loaned aircraft.

1.4. Insurance Programs. Managers must receive written permission from HQ AFSVA/SVPAR before their club may operate a newly acquired aircraft.

1.4.1. Managers shall send a written request to HQ AFSVA/SVPAR, identifying the following for each aircraft requiring insurance.

1.4.1.1. Aircraft make, model, and year.

1.4.1.2. Airframe, engine(s), and propeller(s) serial numbers.

1.4.1.3. Federal Aviation Administration (FAA) registration number.

1.4.1.4. Total number of seats.

1.4.1.5. Declared value.

1.4.1.6. Date obtained.

1.4.1.7. Airframe, engine(s), and propeller(s) total time.

1.4.1.8. Total time since major overhaul of engine(s) and propeller(s).

1.4.1.9. Detailed avionics listing.

1.4.2. Aero club hull and liability insurance coverage and claims procedures are in AFI 34-208, *Property and Casualty Program*, and AFMAN 34-213, *Nonappropriated Fund Property and Casualty Claims Administration*

1.5. Initiation Fees. Clubs may charge members an initiation fee to cover the administrative costs of establishing membership. If a member transfers to another aero club, an initiation fee should not be charged if the member presents a letter of good standing from the previous club. Managers will accept a letter of good standing from any other military aero club.

1.6. Member Records/Training Folders. Managers shall maintain a membership record IAW [Attachment 7](#) on each member. Managers shall maintain a training folder IAW the USAF Aero Club Instructor Standardization Guide on members who are currently enrolled in a flight-training course leading to the issuance of an FAA certificate or rating.

1.6.1. Members will be given a copy of their membership record and training folder(s) (excluding FAA and Veterans Administration records) and a letter of good standing upon terminating or transferring membership, provided the member has cleared their account and is not under investigation.

1.6.2. Members shall present a valid government issued identification card to the manager for identity verification.

Chapter 2

AIRCRAFT, EQUIPMENT, AND SUPPLIES

2.1. Purchasing and Leasing Aircraft. Clubs are authorized to purchase or lease aircraft IAW guidelines in AFI 34-217 and AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*. Aircraft with more than six seats require HQ AFSVA/SVPAR approval. As a minimum, managers must consider membership needs, flying hour expenses, and financial obligations before purchasing or leasing aircraft.

2.1.1. Make any purchases or leases of aircraft through HQ AFSVA/SVC. The Nonappropriated Funds (NAF) Council and the installation commander must approve any purchase. Once approved, managers shall forward a request for purchase through the internet based purchasing system (IBPS), including make, model, year, and exact equipment desired, to the MAJCOM/A1S for review and action. If purchasing a used aircraft, managers will include competitive sources or a signed sole-source statement listing as a minimum each of the following:

2.1.1.1. Overall condition.

2.1.1.2. Airframe and engine history.

2.1.1.3. Engine(s), airframe, and propeller(s) total time.

2.1.1.4. Total time since major overhaul of engine(s) and propeller(s).

2.1.1.5. Detailed avionics listing.

2.1.2. MAJCOM/A1S will send the approved request to HQ AFSVA, Directorate of NAF Purchasing (SVC) for purchase action. HQ AFSVA/SVC will contact the seller, obtain the exact cost for the aircraft, and write the contract.

2.1.3. Clubs may acquire aircraft under a NAF Capital Lease following established guidelines.

2.1.4. Managers may also obtain other supplies and equipment, such as replacement engines, spare parts, training programs, and avionics using normal NAF contracting procedures.

2.2. Government-Loaned Aircraft. Clubs are authorized excess Department of Defense aircraft according to AFI 34-217. Gaining clubs are responsible for any repairs necessary to ensure airworthiness.

2.2.1. Clubs that acquire government loaned aircraft shall:

2.2.1.1. Maintain aircraft and engines intact. (*NOTE: Salvaging government-loaned aircraft and engines, including spare engines, is permitted only with approval from HQ USAF/A4MY, Directorate of Maintenance and A8PL, Directorate of Programs. Make applications through HQ AFSVA/SVPAR.*)

2.2.1.2. Register and maintain aircraft in an airworthy condition according to FAA regulations.

2.2.1.3. Remove all Army, Navy, or Marine markings.

2.2.1.4. Create and maintain aircraft and engine logbooks according to FAA directives.

2.2.1.5. File and retain Air Force Technical Order (AFTO) 781 series forms, or aircraft maintenance history documents received with the aircraft at the time of transfer to the club.

2.2.1.6. Notify HQ AFSVA/SVPAR when a loaned aircraft is no longer needed.

2.2.2. HQ AFSVA/SVPAR reassigns aircraft to optimize usage. If HQ AFSVA/SVPAR determines an aircraft should be turned in for salvage or disposal, the club manager shall ensure an AFTO Form 92, **Aerospace Vehicle Condition Inspection Report**, is completed, signed by the installation commander, and forwarded to HQ AFSVA/SVPAR for disposition.

2.2.3. Clubs will dispose of non-serviceable aircraft according to AFMAN 23-110, *USAF Supply Manual*, and Technical Order 1-1-638, *Repair and Disposal of Aerospace Vehicles*. Aircraft disposal requires HQ AFSVA/SVPAR approval, and the aircraft must be damaged or worn beyond economical repair. (**NOTE:** Repair price must normally exceed 50 percent of the national average retail selling price to be considered beyond economical repair.)

2.3. HQ AFSVA/SVPAR Loaned Aircraft. Clubs are authorized excess aircraft obtained from the General Services Administration (GSA) according to AFI 34-217. HQ AFSVA/SVPAR must approve each aircraft before it is transferred for loan.

2.3.1. Gaining clubs are responsible for all acquisition costs and needed repairs.

2.3.2. Gaining managers shall:

2.3.2.1. Ensure aircraft are registered and maintained in an airworthy condition according to Federal Aviation Regulations.

2.3.2.2. Create and maintain aircraft and engine logbooks according to FAA directives.

2.3.2.3. Notify HQ AFSVA/SVPAR when a loaned aircraft is destroyed, damaged beyond economical repair, or no longer needed.

2.3.3. HQ AFSVA/SVPAR will either reassign excess aircraft or transfer them to the Defense Reutilization and Marketing Office. (**NOTE:** Salvage is permitted only with HQ AFSVA/SVPAR approval.)

2.4. Aircraft and Engine Parts. The Air Force supply system is a potential source for replacement parts. Parts may be obtained on a reimbursable basis if excess to operational requirements. The use of Air Force procured items and spares is authorized according to AFMAN 23-110. Each request for replacement parts will include the following statement; "This material is for the _____ Air Force Base Aero Club."

2.4.1. Procedures for turning in excess government property are detailed in AFMAN 23-110. Procedures for turning in excess NAF property are detailed in AFI 34-204, *Property Management*.

2.4.2. Government-owned engines on loan to clubs may be exchanged for new, remanufactured, or factory overhauled engines of the same type, model, and series.

2.5. Authorized Inventories. Managers shall maintain a stock of spare parts to minimize aircraft down time. This stock should include items having a high turnover rate (i.e., spark plugs, light bulbs, and tires) and items not readily available (i.e., flight instruments.) The manager shall establish and adjust inventory levels based on consumption rates and cost effectiveness. The objective is to establish a stock large enough to meet operational needs, yet small enough to control and manage with minimal cost.

2.5.1. Managers are not required to inventory spare parts with a fair market value less than \$50.00; however, it is advisable to maintain bin cards or other stock records for re-ordering. This also includes low cost hardware items such as nuts, bolts, screws, gaskets, lubricants, hoses, etc. Spare parts with a fair market value of over \$50.00, as well as aviation fuel, aircraft engine oil, and other lubricants, will be secured in a decentralized storeroom inventory. Refer to AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, for additional guidance.

2.6. Registering Aircraft. Clubs will use the name of the NAFI as the owner for NAF-purchased aircraft; the US Air Force as the owner and the club as the operator for HQ AFSVA/SVPAR loaned aircraft.

Chapter 3

OPERATIONS

3.1. Standard Operating Procedures (SOP). The purpose of the SOP is to consolidate information on membership responsibilities, local airfield procedures, and operational restrictions and requirements. As a minimum, the SOP shall contain items described in [Attachment 2](#). The SOP shall be detailed enough that a pilot with adequate knowledge of Federal Aviation Regulations and applicable USAF publications can read the SOP and Pilot Information File (PIF) and have the information required to safely operate club aircraft at that location. Federal Aviation Regulations and USAF guidance will not be reiterated unless needed for clarification purposes. Items impacting flight operations will be coordinated with the applicable installation operations staff.

3.1.1. Managers shall publish an SOP approved by the Services commander or division chief, and are strongly encouraged to draw upon experience from club officers, certified flight instructors, maintenance personnel, and installation advisors.

3.1.2. Managers and all club certified flight instructors shall maintain a current paper copy of the SOP. Managers will provide a paper copy of the SOP to any member requesting one.

3.1.3. Managers shall update the SOP, as required, by using one or more of the following methods.

3.1.3.1. Pen and ink for minor changes.

3.1.3.2. Remove and replace existing pages.

3.1.3.3. Accomplish a complete rewrite.

3.1.4. Managers will maintain an SOP status page on all changes made to the original document. This status page will be provided to all members, certified flight instructors, and maintenance personnel.

3.2. Pilot Information File (PIF). The purpose of the PIF is to make information pertinent for safe flight, but not yet covered in the SOP, available to pilots. The PIF shall be a single binder, maintained in an accessible location, and as a minimum, contain the items listed in [Attachment 8](#).

3.2.1. Managers shall number each PIF item sequentially by calendar year (03-1, 03-2, etc.) and move items of a permanent nature to the SOP.

3.2.2. Members desiring to exercise pilot-in-command privileges shall ensure they have read and annotated/acknowledged all current PIF items before flight. Managers will use the automated dispatch program (ADP) to track PIF currencies.

3.3. USAF Aero Club Instructor Standardization Guide. The purpose of the USAF Aero Club Instructor Standardization Guide is to describe aero club pilot checkout requirements and standards, private pilot training requirements, and proper documentation of pilot training and checkouts. All certified flight instructors are required to adhere to the guidance provided in this guide.

3.4. Documents and Publications. Clubs shall maintain a reference library of flight planning documents and publications suited to the club's scope of operations, applicable maintenance manuals, and aircraft handbooks or flight manuals for each make and model aircraft operated. Managers shall offer for sale copies of the manufacturer's information handbooks for each make and model aircraft operated.

3.4.1. Managers shall establish flight publications requirements through the base flight publication distribution sections on a non-reimbursable account. Reference material shall include the *Aeronautical Information Manual (AIM)*; 14 CFR Part 1, 61, 91, and 141; and NTSB Part 830. Additionally, the manager will make the following publications available for flight planning purposes; *Airport/Facility Directories*, DOD Flight Information Publication, Enroute Low Altitude Charts, Low Altitude Instrument Approach Procedures, Class B Airspace Charts, and Sectional Charts.

3.4.2. Base supply shall make available to the club the supply publications and documents needed to identify desired Air Force items. The base Publications Distribution Office shall provide the club with Air Force technical orders for maintaining and using government-loaned aircraft and equipment when these publications are available in the Air Force publishing system.

3.5. Local Flying Area. The installation commander shall determine boundaries of the local flying area based on terrain, special use airspace, and available airports. A 50 nautical mile radius is recommended. The local area for solo student pilots shall be defined according to Federal Aviation Regulations or the installation commander, whichever is more restrictive. Managers shall develop a local area map depicting local area limits, training areas, ingress/egress routes, and local traffic patterns. This map shall be prominently displayed in the flight planning area.

3.6. Pilot-In-Command (PIC). Only club members, employees, or aero club contractors possessing a valid FAA pilot certificate, at least a valid FAA third class medical certificate, and who have successfully completed the applicable checkout requirements may pilot club aircraft. The HQ AFSVA/SVPAR aero club program manager/director are authorized to act as PIC of any club aircraft in which they maintain currency, without a local checkout.

3.6.1. Members possessing only a valid Recreational Pilot Certificate shall not act as PIC of club aircraft except when enrolled in a course of training for a Private, Commercial, or Airline Transport Pilot (ATP) certificate. In this instance, a member holding a Recreational Pilot Certificate shall comply with all restrictions in the Federal Aviation Regulations and this manual, pertaining to student pilots.

3.6.2. The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except in any of the following circumstances.

3.6.2.1. When prohibited by the flight manual.

3.6.2.2. When weight and balance considerations dictate otherwise.

3.6.2.3. When a pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, flying under visual flight rules in the local training area.

3.6.2.4. When the pilot is a flight instructor flying under visual flight rules in the local training area.

3.6.2.5. When the pilot is a flight instructor conducting flight instruction or receiving/administering flight checks.

3.6.3. The Services commander or division chief may authorize a one-time flight for a prospective buyer of a club aircraft; however, a qualified instructor shall act as PIC.

3.6.4. No person shall operate or occupy a club aircraft unless they have executed an AF Form 1585, **Covenant Not to Sue and Indemnity Agreement**, within the previous 12 months. (*NOTE:* This requirement does not apply to FAA Inspectors performing official flight examinations.)

3.6.5. When conducting a practical test, an FAA Inspector or designated examiner may act as PIC without meeting the requirements specified in this manual.

3.7. Passengers. The PIC is personally responsible for the safety and actions of their passengers.

3.7.1. HQ AFSVA/SVPAR and MAJCOM aero club program managers/directors, club chief flight instructors, managers, and installation advisors are not considered passengers when conducting training, standardization, or evaluation flights.

3.7.2. FAA Inspectors are not considered passengers when performing official flight examinations.

3.8. Aircraft Scheduling. Scheduling will be on a first come, first served, basis for daily flying. Managers shall establish cross-country scheduling and approval procedures, and include those procedures in the SOP.

3.9. Required Equipment. The PIC shall ensure appropriate survival and safety equipment for the intended operation area is onboard the aircraft. Base life support units shall issue survival equipment if immediate operational needs do not preclude such use, and shall establish appropriate safety procedures for issued equipment.

3.9.1. The PIC shall ensure an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.

3.9.2. The PIC shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment.

3.10. Checklists. Managers shall supply a consolidated aircraft checklist for each aircraft operated. Use of the checklist by pilots is mandatory. The checklist shall include the applicable items contained in the manufacturer's owner's manual; however, if the owner's manual does not adequately cover the items below, managers shall supplement procedures and include them in the checklist.

3.10.1. As a minimum, the checklist shall include each of the following:

3.10.1.1. Normal procedures.

3.10.1.2. Emergency procedures.

3.10.1.3. Takeoff, climb, and landing data.

3.10.1.4. Crosswind component chart (including locally established crosswind limits).

3.10.1.5. Cruise performance and fuel consumption.

3.10.1.6. Applicable alternate airfield procedures, unless contained in a local in-flight guide.

3.10.1.7. A *Warning* that reads, "Improper leaning procedures will greatly reduce endurance" in the cruise section of the Normal Procedures checklist.

3.10.2. Each checklist page will be numbered and include the revision date.

3.10.3. Use of locally developed in-flight guides is highly encouraged.

3.11. Clearance Procedures. Managers will use the latest version of the automated dispatch program (ADP) populated with current data to check PIC currencies. Members authorized self-clearing privileges as specified in section 6.10. of this manual, and clearing authorities, shall clear all flights originating at the home station using ADP. Guidance from this manual, MAJCOM supplements, installation directives, current PIF items, and the SOP will be followed. (**NOTE:** The PIC is the clearing authority for all flights originating off-station.)

3.11.1. All flights where a student pilot is flying solo shall be cleared by a flight instructor who is familiar with the student's capabilities.

3.12. Pilot Currency. Pilots shall record all applicable currency items in their personal logbook and provide the data to the manager for entry into ADP. Computerized logbooks are authorized in lieu of handwritten logbook entries, provided they contain all applicable currency information.

3.12.1. Managers or Chief Flight Instructors may credit pilot activities performed in other than club aircraft to satisfy currency requirements.

3.12.2. Pilots shall fly with, and receive a logbook endorsement from a flight instructor to regain any currency. The flight instructor will complete an AF Form 1584 and update ADP.

3.12.3. To act as PIC, pilots with less than 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly. Pilots with at least 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 90 days in each category and class aircraft they wish to fly.

3.12.4. Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 180 days must accomplish a recurrency check and closed book exam for that make and model aircraft.

3.12.5. To exercise PIC privileges in club aircraft at night, pilots must have accomplished at least three takeoffs and three landings to a full stop, at night, within the preceding 90 days, in each aircraft category and class they wish to fly. If night currency is lost, the pilot must make three takeoffs and landings to a full stop, at night, in each aircraft category and class they wish to fly, with a current and qualified club certified flight instructor (CFI).

3.13. Pilot Training. Managers shall prepare and use a ground school and flight training curriculum certificated by the FAA under 14 CFR Part 141 for training leading to the issuance of an initial private or commercial pilot certificate, or an Instrument rating. All members training for the initial issuance of a private or commercial pilot certificate, or an instrument rating shall be enrolled in, and complete training under, a 14 CFR Part 141 curriculum. HQ AFSVA/SVPAR must approve all other flight and ground training courses not certificated under 14 CFR Part 141 before implementation. Instructors will use the grading procedures described in [Attachment 3](#).

3.13.1. HQ AFSVA Form 1580, **USAF Student Pilot Training Record**, will be used to document all private pilot flight and ground training. However, clubs using commercially produced computer based training (CBT) programs are exempt from this requirement.

3.13.2. Instructors will use the grading procedures specified in [Attachment 3](#) for all flight training courses. However, clubs using commercially produced CBT programs are exempt from this requirement.

3.13.3. Managers shall notify HQ AFSVA/SVPAR within 48 hours of receiving any FAA notice of discrepancies.

3.14. Aircraft Checkouts. Pilots shall satisfactorily complete a separate flight checkout, given by an aero club certified flight instructor, for each make and model aircraft the member desires to exercise PIC privileges in. Pilots shall complete all checkouts in an aero club aircraft and demonstrate performance to the applicable standards specified in the *USAF Aero Club Instructor Standardization Guide*.

3.14.1. Managers shall establish a mountain flying training program. Pilots will not fly over mountainous terrain until this training has been satisfactorily completed and documented in ADP.

3.14.2. Aero club flight checks shall include all applicable tasks listed in the *USAF Aero Club Instructor Standardization Guide*. Satisfactory completion of an aero club flight check will be documented on AF Form 1584 and updated in ADP.

3.14.3. A successful flight check administered by an FAA inspector or pilot examiner may be credited for applicable annual requirements if properly documented on the AF Form 1584 and approved by the manager.

3.14.4. The Chief Flight Instructor shall administer all initial flight instructor proficiency checks IAW 14 CFR Part 141. Additionally, the Chief Flight Instructor should administer all annual flight instructor proficiency checks; however, they may be delegated to the assistant chief flight instructor or check instructor.

3.14.4.1. An FAA Inspector shall administer all annual flight checks required by this manual to the chief flight instructor. Annual requirements will only be credited if the FAA Inspector completes the tasks prescribed in the *USAF Aero Club Instructor Standardization Guide* and documents completion on AF Form 1584. Update ADP to reflect successful completion of the annual check. If an FAA Inspector cannot accomplish the required evaluations, a Chief Flight Instructor from another USAF Aero Club, or HQ AFSVA/SVPAR may accomplish the required evaluations.

3.14.5. The following flight checks are required of each member desiring to obtain/maintain PIC privileges, and shall be administered by an aero club certified flight instructor.

3.14.5.1. Initial check in each make and model aircraft.

3.14.5.2. Initial night Visual Flight Rules (VFR) local check in aircraft category and class.

3.14.5.3. Initial and annual instrument flight check for members desiring Instrument Flight Rules (IFR) privileges.

3.14.5.4. Initial and annual standardization flight check in the most complex aircraft in which the pilot desires to maintain currency.

3.14.5.5. Initial formation flight check for those members desiring to fly aero club aircraft in formation.

3.15. Knowledge Examinations. Members must satisfactorily accomplish the appropriate knowledge exams prior to acting as PIC of an aero club aircraft. Unless otherwise noted, all exams are open book.

- 3.15.1. Initial and annual standardization. (**NOTE:** Not required for student pilots.)
- 3.15.2. Initial and annual instrument. (**NOTE:** Initial instrument exam waived if the member successfully completed the FAA Instrument Rating-Airplane knowledge exam within the last 12 calendar months.)
- 3.15.3. Initial make and model aircraft. (**NOTE:** Student pilots must complete prior to first solo.)
- 3.15.4. Initial closed book make and model aircraft. (**NOTE:** Student pilots must complete prior to first solo.)
- 3.15.5. Initial and annual certified flight instructor.
- 3.15.6. Student pre-solo.
- 3.15.7. Student pre-cross country. (**NOTE:** Waived if the student has successfully completed the FAA Private Pilot Airplane knowledge exam within the last 12 calendar months.)
- 3.15.8. Knowledge examinations issued by HQ AFSVA/SVPAR shall be used in lieu of locally developed tests.
- 3.15.9. Initial/Annual standardization, instrument, and certified flight instructor knowledge exams are valid for 12 calendar months.
- 3.15.10. Satisfactory exam completion will be documented in ADP.

3.16. Refueling. The pilot shall ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft. The ground shall be maintained until fueling connections have been removed. The pilot will bond the nozzle with a nozzle bond cable having a clip or plug to a metallic component of the aircraft that is metallicity connected to the tank filler port. The bond connection shall be made before the filler cap is removed. If there is no plug receptacle or means for attaching a clip, the pilot shall touch the filler cap or surrounding area (unpainted surface) with the nozzle spout before removing the cap. The spout shall be kept in contact with the filler neck until the fueling is completed. (**NOTE:** Refer to *National Fire Code 407* for further guidance.)

- 3.16.1. A single operator may refuel aircraft if the requirements of the preceding paragraph have been satisfied.
- 3.16.2. If wearing Nomex flight clothing, the operator shall assure grounding by bare hand contact with the aircraft grounding connector, an unpainted aircraft surface, or a static ground before removing the fuel filler cap or while inserting the ground cable jack on the fuel nozzle.
- 3.16.3. No active ignition sources are permitted within 50 feet of an aircraft being refueled. No pre-flight involving energized electrical systems, engine starts, or maintenance of aircraft parked within 50 feet of the refueling operation is permitted.

3.17. Flight Restrictions. The following restrictions and requirements apply to all members operating club aircraft as pilot-in-command.

3.17.1. Weather Minimums.

- 3.17.1.1. Day VFR minimums are 1,500-foot ceiling and 3 statute miles visibility.
- 3.17.1.2. Night VFR minimums are 2,500-foot ceiling and 5 statute miles visibility.

3.17.1.3. Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater. (**NOTE:** Pilots with over 100 hours actual instrument time logged as PIC may takeoff when the weather is at or above the lowest compatible approach minimums at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.)

3.17.1.4. Pilots shall comply with maximum crosswind components for each pilot rating and make and model aircraft posted in the aircraft checklist.

3.17.1.5. Flight will not be initiated if surface winds are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots.

3.17.1.6. Flight under special VFR, as defined in 14 CFR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight, and only at an altitude that assures terrain and obstacle clearance established in paragraph 3.17.7. of this manual.

3.17.1.7. Simulated emergency training is limited to Visual Meteorological Conditions (VMC).

3.17.1.8. Managers shall establish minimum Runway Condition Reading (RCR) criteria for aircraft, to include maintenance ground run operations.

3.17.2. **Night Flight.** The following shall not be performed at night.

3.17.2.1. Aerobatics.

3.17.2.2. Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by a 14 CFR Part 141 approved syllabus of instruction, with an instructor onboard that is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

3.17.2.3. Except for takeoff or landing, VFR flight below 2,000 feet AGL.

3.17.2.4. Operations at airports without runway lighting.

3.17.2.5. Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.

3.17.2.6. Simulated emergency training, to include forced landings, except to lighted runways.

3.17.2.7. Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction, and the instructor onboard is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

3.17.2.8. Local VFR night flight, unless the pilot has logged at least 50 hours as PIC and maintains visual contact with an airport approved for night operations, or is a current and qualified instrument rated pilot.

3.17.2.9. Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown, is onboard as a safety observer and has access to the flight controls.

3.17.3. **Passengers.**

3.17.3.1. The PIC shall not allow any passengers to be carried onboard the aircraft unless they have completed an AF Form 1585. (**NOTE:** Executed forms shall not be carried onboard the aircraft, and the form must be re-executed at least every 12 months.)

3.17.3.2. A parent or legal guardian shall execute the document on behalf of any person under 21 years of age. (**NOTE:** If the individual is an emancipated minor, the sponsoring member shall execute the document.)

3.17.3.3. Passengers are not authorized on training flights except when approved by the manager or chief flight instructor and an instructor is occupying one of the pilot positions.

3.17.3.4. Passengers are not authorized on check flights.

3.17.3.5. Simulated emergency procedures are not permitted on any passenger flight except when an instructor occupies a pilot's position, the passengers are applicants enrolled in the same training course, and the Chief Flight Instructor determines the training will benefit all applicants onboard the aircraft.

3.17.3.6. Each passenger shall occupy a seat with an individual seat belt. However, children under four years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.

3.17.4. **Duty Day Restrictions.**

3.17.4.1. Maximum aero club duty day is 12 hours for a single pilot or 16 hours for two qualified pilots in an aircraft with dual flight controls.

3.17.4.2. Flight duty day begins when the pilot(s) reports to the aero club for the first flight, or to the duty location (place of employment) for the first duty (work) of the day, which ever occurs first.

3.17.4.3. Minimum crew rest between duty days is 10 hours after 8 hours or less of duty time, 12 hours for more than 8 hours duty time.

3.17.5. **Flight Plans.**

3.17.5.1. Pilots shall file a flight plan for all flights outside the local area.

3.17.5.2. Before filing to a military field, contact the destination base operations and aero club (if applicable) to ensure they can accept the aircraft, and obtain a Prior Permission Required (PPR) number, if required. (**NOTE:** Enter the statement "USAF Aero Club aircraft, please advise _____ Base Operations" in the remarks section of the flight plan.)

3.17.5.3. When departing a military base from other than home station, the pilot shall file a flight plan with the local base operations.

3.17.6. **Approved Airports/Runways/Taxi Procedures.**

3.17.6.1. Pilots shall not perform straight-in VFR approaches to non-towered airports. (**NOTE:** This does not apply to practice instrument approaches being flown under radar control when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF.)

3.17.6.2. Pilots shall self-announce pattern position on downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual (AIM)*.

3.17.6.3. Pilots shall only land at active airports listed in FAA or DOD flight information publications, or those designated by the installation commander. (**NOTE:** If an emergency or precautionary landing is made at an unauthorized location, the pilot shall not takeoff without the club manager's approval.)

3.17.6.4. Pilots shall not takeoff or land on runways less than 2,000 feet long, or the sum of the aircraft takeoff and landing ground roll, whichever is greater.

3.17.6.5. Pilots shall not takeoff or land on runways less than 50 feet wide.

3.17.6.6. When approaching a non-towered airfield with unknown runway surface or approach conditions, pilots shall make a low approach to the landing runway to determine surface conditions before making an approach to landing. (**NOTE:** Not applicable to actual instrument approaches.)

3.17.6.7. Pilots shall not accomplish takeoff or landing rolls across raised arresting cables and must use minimum speed if the aircraft must taxi over arresting cables.

3.17.6.8. Pilots shall not taxi within 10 feet of an obstacle unless wing walkers or designated taxi lines, suitable for the make and model aircraft being operated, are used.

3.17.6.9. Unless a higher taxi speed is required to prevent delay of traffic flow, pilots shall not exceed a slow walk while taxiing in congested areas, or a brisk walk in all other areas.

3.17.6.10. Pilots shall not perform touch and go landings in complex aircraft.

3.17.7. **Minimum Altitudes.**

3.17.7.1. Pilots shall not fly below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction.

3.17.7.2. Pilots shall not descend below 500 feet AGL during simulated forced landings, except to approved runways.

3.17.7.3. Pilots shall ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft.

3.17.7.4. Pilots shall not conduct aerobatic maneuvers below 2,500 feet AGL.

3.17.7.5. During the day, pilots shall not descend below 1,500 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft.

3.17.7.6. At night, pilots shall not descend below 2,000 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft.

3.17.8. **Multi-Engine Aircraft.**

3.17.8.1. Pilots shall not descend below 3,000 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes.

3.17.8.2. Engine failures shall not be simulated on the runway at an airspeed greater than one-half V_{mc} , and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.

3.17.8.3. Flight instructors may accomplish a simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL, nor below recommended V_{sse} or V_{yse} , whichever is greater.

3.17.8.4. Feathering of one propeller during a simulated engine failure shall only be demonstrated above 3,000 feet above ground level (AGL) and in a position where a safe landing can be accomplished on an approved runway, should difficulty be encountered in unfeathering the propeller.

3.17.8.5. While airborne, a simulated engine failure below 3,000 feet AGL shall only be performed by initially retarding the throttle of the selected engine to the minimum power setting authorized, then setting zero thrust.

3.17.8.6. Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.

3.17.8.7. V_{mc} demonstrations will not be performed below 3,000 feet AGL. Recovery will be made at the first indication of loss of directional control, stall warning, or buffet, whichever occurs first.

3.17.9. **Smoking** is prohibited in or within 50 feet of club aircraft.

3.17.10. **Formation Flight.**

3.17.10.1. Pilots shall not conduct formation flights without the installation commander's approval. (**NOTE:** The installation commander may delegate this authority to the manager, and a copy of this delegation authority must be maintained in the SOP.)

3.17.10.2. Pilots shall not conduct formation flight unless they have satisfactorily completed a formation checkout.

3.17.11. **Student Pilots.**

3.17.11.1. Solo student pilots shall not fly when the actual or forecast crosswind component for takeoff or landing exceeds 10 knots.

3.17.11.2. Solo student pilots shall not fly when the actual or forecast surface winds exceed 20 knots.

3.17.11.3. Solo student pilots shall not perform touch-and-go landings.

3.17.11.4. Student pilots shall not fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR Part 61.87 (d) and (e).

3.17.11.5. Student pilots shall not fly solo at night.

3.17.11.6. Solo student pilots shall not conduct simulated emergency procedures, to include simulated forced landings.

3.17.11.7. The chief flight instructor shall develop standard training cross-country routes for student pilots. Only the chief flight instructor may authorize the use of other routes.

3.17.11.8. All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Flight instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the chief or assistant chief flight instructor.

3.17.11.9. On the first two solo cross-country flights, students shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to a flight instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the chief flight instructor.

3.17.11.10. Unless restricted by local area procedures, solo student pilots will use the student pilot radio identification procedure as specified in the *Aeronautical Information Manual*.

3.17.12. Fuel Reserves.

3.17.12.1. Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption.

3.17.12.2. If a flight extends to a point where less than 1 hour of fuel remains, the PIC will land at the nearest suitable airport to obtain additional fuel.

3.17.12.3. For flight planning purposes the PIC shall calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater.

3.17.13. Other Restrictions.

3.17.13.1. Pilots shall not use club aircraft for towing gliders or sail planes.

3.17.13.2. Pilots shall not use club aircraft for parachuting or skydiving.

3.17.13.3. Club members shall not use club aircraft for commercial purposes.

3.17.13.4. For all flights, pilots shall compute takeoff and landing performance for each airport of intended use based on actual or forecast conditions. In addition, pilots will check actual aircraft takeoff performance against computed data, and abort the takeoff if aircraft performance is inadequate.

3.17.13.5. Pilots shall calculate weight and balance data for each flight.

3.17.13.6. Pilots shall not takeoff with snow or frost on the aircraft.

3.17.13.7. Pilots shall not hand prop aero club aircraft certified to operate with an electrically driven starter.

3.17.13.8. Pilots will not taxi an aero club aircraft until each person onboard has properly fastened their seat belt.

3.17.13.9. Pilots will comply with established bird condition procedures.

Chapter 4

SAFETY

4.1. Safety Meetings. A comprehensive safety program is a vital element in maintaining a successful aero club. Member and flight instructor currency in aero club aircraft is conditional upon regular attendance at USAF Aero Club safety meetings.

4.1.1. Any member or flight instructor who fails to attend a mandatory safety meeting shall be denied PIC privileges until they accomplish one of the following actions.

4.1.1.1. Reviews meeting minutes from the missed safety meeting(s).

4.1.1.2. If authorized, reviews videotapes of the missed safety meeting(s).

4.1.1.3. Receives a briefing from the manager, club safety officer, or designated representative on subjects covered during the missed safety meeting(s).

4.1.2. The manager or designated representative shall document member and flight instructor safety meeting attendance or completion of actions listed in **4.1.1.** in ADP.

4.1.3. Any member or flight instructor who misses two consecutive meetings without a reason acceptable to the manager shall be denied flying privileges until they attend a safety meeting or accomplish one of the actions listed in **4.1.1.**

4.1.4. Any member or flight instructor who misses three consecutive meetings must attend a safety meeting prior to regaining flying privileges.

4.1.5. The installation commander may authorize members and flight instructors to view a videotape of the safety meeting to satisfy attendance requirements.

4.1.6. The manager may authorize attendance at another military aero club's safety meeting to satisfy attendance requirements.

4.1.7. Safety meeting format is at the discretion of the manager or club safety officer; however, the following topics are recommended for periodic discussion.

4.1.7.1. Air Force and MAJCOM policies and directives.

4.1.7.2. Federal Aviation Regulations.

4.1.7.3. Local flying area topics, including briefings by safety specialists or representatives from the local FAA office.

4.1.7.4. Midair collision avoidance/prevention.

4.1.7.5. Seasonal flying hazards, including weather.

4.1.7.6. Light aircraft maintenance and potential problem areas.

4.1.7.7. Light aircraft accident briefs.

4.1.7.8. Wake turbulence, flight planning, and fuel management.

4.1.7.9. Lost and emergency procedures.

4.1.7.10. Spatial disorientation, survival, hypoxia, and effects of medication.

4.1.7.11. Mountain flying.

4.1.7.12. All aero club mishap reports.

4.2. Fire Extinguishers. Fire extinguishers shall be readily accessible during engine starts, aircraft maintenance, and aircraft refueling. Local fire protection authorities shall determine the amount, locations, and types of fire extinguishers to be used.

4.2.1. Fireguards are not required for aero club operations.

4.3. Flight Clothing. Pilots are encouraged to wear Nomex clothing, particularly gloves, while flying. Wear of synthetic materials such as nylon and polyester next to the skin is strongly discouraged.

4.4. Air Force Occupational Safety and Health (AFOSH) Standards. Clubs shall comply with applicable portions of AFOSH standards.

4.5. Disciplinary Action/Retraining. Managers shall deny flying privileges to any pilot(s) involved in an accident, incident, unusual occurrence, or in actions which may be perceived as a violation of established directives, until a reasonable determination of the facts can be made and the pilot's aero club privileges are reinstated by the installation commander. Student pilots involved in any of the above-mentioned actions may continue the dual portion of their flight training. However, they will not solo until the investigation is completed and the installation commander reinstates their solo flight privileges.

4.5.1. The club safety officer shall investigate the event to determine if the pilot(s) knowingly violated established guidance, and/or whether the pilot(s) should receive additional training. The club safety officer will present their findings to the standardization board. The standardization board will make recommendations to ensure this event does not reoccur and forward those recommendations through the manager to the installation commander for approval.

4.5.2. If the installation commander determines the pilot(s) knowingly violated established guidance; the pilot(s) shall be removed from the club. (**NOTE:** "Knowingly" shall be interpreted to mean a similarly experienced pilot, in a similar situation, would have known the actions were in violation of established directives). The pilot(s) will not be eligible to reapply to any USAF Aero Club for a period of at least one year.

4.5.2.1. Managers will forward copies of the events that led to the member's dismissal and approved recommendations to their MAJCOM and HQ AFSVA/SVPAR.

Chapter 5

MAINTENANCE

5.1. General Maintenance Information. Managers shall ensure aircraft records are maintained according to manufacturer's maintenance manuals (including recommended procedures), FAA directives, and this manual.

5.1.1. Managers shall establish a maintenance program of scheduled inspections, routine maintenance, and component overhauls; and develop a maintenance procedures and training manual that contains, at a minimum, the following:

- 5.1.1.1. Manual review, annual training documentation, and personnel roster.
- 5.1.1.2. Purpose.
- 5.1.1.3. Responsibilities/Duties.
- 5.1.1.4. Aircraft Inspections.
- 5.1.1.5. Working Procedures.
- 5.1.1.6. Documentation Procedures.
- 5.1.1.7. Write-up/Grounding Procedures.
- 5.1.1.8. Corrosion Control.
- 5.1.1.9. Tool/Foreign Object Damage (FOD) Control, to include tool accountability.
- 5.1.1.10. Engine ground run/taxi procedures for each aircraft operated.
- 5.1.1.11. Material Control.
- 5.1.1.12. OSHA/AFOSH/HAZMAT Requirements.
- 5.1.1.13. Nondestructive testing.
- 5.1.1.14. Fuels Quality Assurance.
- 5.1.1.15. Other local training as required.

5.1.2. The maintenance program must ensure no one operates any aircraft with a discrepancy that would make the aircraft non-airworthy.

5.1.3. 100 hour and annual inspections prescribed by 14 CFR Part 91.409 are required for all aero club aircraft operations. These inspections must be IAW the manufacturer's checklist. However, if a manufacturer's checklist is not available, one must be developed that meets the requirements of 14 CFR Part 43, appendix D.

5.1.4. Managers will document the circumstances resulting in any overflight of an annual or 100 hour inspection.

5.1.5. Managers shall notify HQ AFSVA/SVPAR within 48 hours of receiving any FAA notice of maintenance discrepancies.

5.2. Time Between Overhaul (TBO).

5.2.1. Overhaul aircraft components at the manufacturer's recommended TBO.

5.2.2. If engines meet airworthiness standards at TBO, managers may delay engine overhaul, rebuild, or replacement until TBO plus 20 percent, provided they conduct actions prescribed by Federal Aviation Regulations for 100 hour inspections every 50 hours on the engine(s).

5.2.3. Managers will use suppliers designated by HQ AFSVA/SVPAR for engine overhauls. Aero clubs will not overhaul or rebuild engines without approval from HQ AFSVA/SVPAR. Overhauled or rebuilt engines should have detailed logbooks, serviceability tags, and appropriate break-in procedures. If appliances are included with the engine, they must also have serviceability tags.

5.3. Compliance With Manufacturer's Service Bulletins. Unless specifically exempted or modified by HQ AFSVA/SVPAR, clubs shall complete all actions directed by manufacturer's mandatory service bulletins.

5.4. Grounding an Aircraft. Any aero club pilot or airframe and powerplant (A&P) mechanic, or the manager shall ground an aircraft, if in their opinion; the aircraft is not in an airworthy condition. AFTO 781A, **Maintenance Discrepancy And Work Document** (or equivalent), will be used to document discrepancies, which caused the grounding action. The aircraft shall not be operated until released by a club A&P mechanic with appropriate documentation.

5.5. Maintenance Records. The manager, with assistance from the club maintenance officer or chief mechanic, shall ensure aircraft maintenance records are maintained IAW applicable FAA and Air Force guidance. Minor unscheduled maintenance shall be recorded on an AFTO Form 781A or equivalent substitute. As a minimum, the AFTO Form 781A substitute shall have discrepancy, corrective action, and certification sections. The individual performing the repair or inspection shall certify their corrective actions in the maintenance record. (**NOTE:** Technical Orders Series 00-20 do not apply to the maintenance of these forms, and use of other AFTO forms in the 781 series is optional.)

5.5.1. The AFTO Form 781A, or its substitute, will be maintained in 100 hour increments between required inspection cycles, and maintained for the previous 200 hours of operation. When these records exceed the 200-hour retention requirement, dispose of them in 100 hour increments according to AFI 37-138.

5.5.2. The club shall maintain a technical library on each aircraft maintained by club mechanics, containing as a minimum, the following:

5.5.2.1. Aircraft, engine, and propeller service manuals and, if applicable, the appliance service manual (i.e. heater, etc.).

5.5.2.2. Airworthiness directives (AD), service letters, and service bulletins for each make and model aircraft maintained.

5.5.2.3. All applicable Federal Aviation Regulations and advisory circulars (ACs) (eg., 14 CFR Part 23, 39, & 43; AC 43 Series).

5.5.3. In addition to the requirements specified in 14 CFR Part 43 and AC 43.9C, logbook entries shall contain the following:

5.5.3.1. Reference to the manufacturer's service manual, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed.

5.5.3.2. Part number(s), model number(s), and serial number(s), if applicable, of all parts installed during the maintenance process.

5.5.4. Club mechanics shall make all date entries using a two number day, three letter month, and two number year format (eg., 15 Sep 96).

5.6. Maintenance Status. The manager shall ensure the current maintenance status of each club aircraft is available to the pilot, containing as a minimum:

5.6.1. FAA registration number.

5.6.2. IFR/VFR capable.

5.6.3. Status (operational/grounded).

5.6.4. Time next overhaul is due for engine(s) and, if applicable, propeller(s).

5.6.5. Date the annual inspection is due.

5.6.6. Time the 100 hour inspection is due (50 hours for aircraft engines over TBO).

5.6.7. Time oil change is due.

5.6.8. Dates other 14 CFR Part 91 inspections are due (i.e., transponder and pitot-static tests, if applicable).

5.6.9. Date the Emergency Locator Transmitter (ELT) battery is due replacement or change.

5.6.10. ADP may be used to provide inspection status.

5.7. Use of Base Facilities. Aero clubs may use base maintenance and repair facilities when authorized by the appropriate commander. The installation maintenance advisor should assist the aero club in gaining access to these facilities.

5.8. Aircraft Parts.

5.8.1. All items or components undergoing maintenance, repairs, and/or alterations in the aero club will have the items or components segregated, and if possible, placed in containers to assure that all parts of the same unit(s) are kept together. Suitable trays, racks, stands, and protective coverings, as required, shall be available to ensure maximum protection of all parts.

5.8.2. The manager or chief mechanic will ensure all aircraft parts are labeled as to their serviceability. DD Form 1577, **Unserviceable (Condemned) Tag-Material**, 1577-2, **Unserviceable (Repairable) Tag-Material**, and 1574, **Serviceable Tag-Material** are authorized for this purpose. Components having unknown conditions will be tagged with DD Form 1575 **Suspended Tag-Material** (or its equivalent) until a conformity inspection or operational check is performed.

5.8.3. New components manufactured under a type or production certificate, or in accordance with a Technical Standard Order (or similar FAA approved technical data), or components which have been rebuilt by the manufacturer to production specifications, require a visual receiving inspection. Any repaired or overhauled components received from an FAA certified repair station do not normally require more than a visual receiving inspection before being returned to service. Repaired or over-

hailed components that are received from other than an FAA certified repair station, in addition to the normal visual receiving inspection, will be functionally checked before being returned to service.

5.9. Precision Measuring Equipment. Managers will ensure all precision measurement tools are calibrated at least annually according to requirements listed in 14 CFR Part 43, manufacturer's instructions, and USAF guidance. If Air Force equipment (aero club owned) is used or available for the club's use, it will be calibrated as required by the applicable technical order. Each piece will be labeled, and identify the unit by manufacturer, model, and serial number. The label must also indicate the last calibration date and next due date.

5.10. Service Difficulty Reports (SDR)/Malfunction Defect Reports (MDR). Clubs will forward a copy of all SDRs and MDRs to HQ AFSVA/SVPAR for trend analysis.

5.11. Functional Check Flight (FCF). A Functional check flight is required for aircraft being returned to service after having undergone alterations or repairs, which in the opinion of the chief mechanic could alter the flight characteristics of the aircraft, affect the navigation systems of the aircraft, and/or adversely affect the operability of aircraft systems that cannot be adequately ground tested.

5.11.1. Managers will designate by letter, highly qualified pilots to perform FCFs on aircraft being returned to service following maintenance. The number of FCF pilots designated shall be kept to a minimum.

5.11.2. The FCF pilot and chief mechanic will develop the FCF profile to be accomplished.

5.12. Deferred Maintenance. The manager will be the final authority for approving those discrepancies the chief mechanic has determined may safely be deferred until the next scheduled inspection. Discrepancies the chief mechanic does not wish to defer shall be grounding items.

5.13. Tool Control Program. The manager and chief mechanic will develop procedures to ensure tools are not inadvertently left inside aircraft during maintenance. These procedures shall be included in the maintenance procedures manual.

5.13.1. As a minimum, the tool control program procedures will cover the following:

5.13.1.1. Control of personal items.

5.13.1.2. Positive control of all tools used in or around the aircraft.

5.13.1.3. Methodology for establishing tool ownership.

5.13.1.4. Permanent marking of all aero club/government owned tools and equipment.

5.14. Maintenance Training. The manager will develop, conduct, and document initial training for all NAF employee aero club mechanics; and require documentation that contract aero club mechanics have received such training. As a minimum, this training shall include the items listed in Paragraph 5.1. of this manual.

5.15. Corrosion Control. Aircraft shall be treated for corrosion according to AC 43-4, Corrosion Control For Aircraft. As a minimum, all flight control/trim surfaces, brackets, and mounting hardware shall be free of corrosion.

Chapter 6

WHAT PEOPLE DO

6.1. Manager Responsibilities. The aero club manager is responsible for all aspects of the club's operation. Managers shall conduct daily business according to applicable Air Force publications to include this manual, AFI 34-217, Federal Aviation Regulations, NTSB statutes, and local directives.

6.1.1. Managers shall maintain the SOP, PIF, applicable Flight Information Publications, and other documents directed by this manual.

6.1.2. Managers shall maintain membership, flight currency, safety, and annual currency records, and training folders.

6.1.3. IAW [Attachment 5](#), managers shall report accidents, incidents, unusual occurrences, or other pertinent safety information immediately to the Services commander or division chief, with a copy to their MAJCOM representative, and HQ AFSVA/SVPAR. Also follow guidance contained in the HQ USAF/AIS message, *Serious Incident Reporting for Services Activities*, dated 27 Jun 01, for serious incidents or accidents.

6.1.4. Managers shall stop any club pilot, whether local or transient, from flying when, in the manager's judgment, flight safety may be compromised.

6.1.5. Managers shall suspend membership privileges of any member suspected of having engaged in negligent acts, willful misconduct, drug abuse, or alcohol abuse. Suspension will remain in force pending installation commander evaluation. While under suspension, the member shall not be required to pay dues. Managers shall forward results of suspension and/or revocation actions signed by the installation commander through the MAJCOM to HQ AFSVA/SVPAR and inform the FAA if certification review is warranted.

6.1.6. Managers shall monitor contractor personnel to ensure compliance with contract provisions and report substandard performance to the contracting officer.

6.1.7. Managers shall designate a safety, operations, and maintenance officer to meet the requirements of this manual.

6.1.8. Managers shall designate a chief flight instructor who meets the requirements of 14 CFR Part 141.

6.1.9. Managers shall retain flight/ground instructors as employees or individual contractors. Employees may perform duties as flight/ground instructors when their job descriptions include these duties; however, all fees and revenues from flight/ground instructor duties shall go to the club. An employee whose job description does not include instructor duties may provide contract flight or ground instruction under contract for compensation during off-duty hours.

6.1.10. Managers shall ensure personnel who lease aircraft to the club are not in a position to affect flight instruction or aircraft scheduling procedures for personal gain.

6.1.11. Managers shall ensure compliance with manufacturer's mandatory service bulletins and FAA maintenance directives, including Airworthiness Directives (AD) that apply to aircraft operated by the club.

6.1.12. Managers shall conduct frequent inspections of club maintenance facilities, with particular attention to inventories.

6.1.13. Managers shall ensure a positive means of securing unattended aircraft, and implement procedures to prevent members from flying an aircraft with an uncorrected discrepancy that may adversely affect safety of flight.

6.1.14. Managers shall ensure a quality assurance program is established for fuels, to include periodic replacement of filters, and inspection of fuel storage tanks and pumping equipment sumps for contamination. Commercial fuel vendors must meet the standards established by the American National Standards Institute, and fuel storage facilities must meet the standards prescribed by the National Fire Protection Association.

6.1.15. Managers shall establish and post crosswind limits for each make and model aircraft and pilot category.

6.1.16. Managers shall perform semiannual cost analyses to ensure adequate rental rates. Managers shall recommend lower dues and initiation fees to the Services commander/division chief for additional family members or as a temporary recruiting initiative.

6.1.17. Managers shall complete the AF Form 270, **Aero Club Operations**, according to [Attachment 6](#).

6.1.18. Managers shall use base level market data to support planned programs.

6.1.19. Managers shall account for aircraft, equipment, and supplies on loan or issued to aero clubs in accordance with AFMAN 23-110. Managers shall account for all equipment purchased from NAFs in accordance with AFI 34-201, *Use of Nonappropriated Funds (NAFs)*. Managers shall manage NAF assets in compliance with AFI 34-204, *Property Management*.

6.1.20. Managers shall obtain HQ USAF/A1S approval to conduct any events open to the general public, to include demonstration rides.

6.1.21. Managers shall develop a plan to recall, shelter, or evacuate aircraft in the event of hazardous weather advisories.

6.1.22. Managers shall track and correct any deficiencies noted during base-level inspections or evaluations.

6.1.23. Managers shall attend or designate an aero club member to attend all base-level flying safety meetings.

6.1.24. Managers shall implement installation bird condition procedures.

6.1.25. Managers shall ensure a current ADP database is maintained on all members.

6.2. Club Operations Officer Responsibilities. The operations officer monitors the club's flying operations and works closely with base operations personnel, the commander's appointed operations advisor, and the chief flight instructor to ensure compliance with the SOP. The operations officer should hold at least an FAA private pilot certificate.

6.3. Club Safety Officer Responsibilities. The safety officer conducts an aggressive aviation safety program, working closely with the commander's appointed safety advisor, the MAJCOM safety point of

contact, FAA Aviation Safety Program Manager, and AFSC to develop and maintain a rigorous and proactive mishap prevention program. The safety officer should be a certificated flight instructor or an experienced pilot. Additionally, having attended a military or civilian flight safety course is desirable. The safety officer shall:

- 6.3.1. Be alert to potential hazards and recommend changes in procedures to minimize their occurrence.
- 6.3.2. Maintain a flight safety bulletin board.
- 6.3.3. Coordinate with appropriate agencies to correct safety deficiencies discovered during inspections.
- 6.3.4. Ensure safety meeting minutes, mishap reviews, and mishap report messages are promptly posted in the PIF. (**NOTE:** Safety officers shall obliterate all references to pilot identification, specific location, or identification of aircraft before posting.)
- 6.3.5. Conduct safety meetings and prepare minutes for membership review. (**NOTE:** Videotaped meetings may replace safety meeting minutes provided the videotape is kept on file for 1 year.)
- 6.3.6. Post safety meeting minutes in the PIF within 5 workdays after each meeting.
- 6.3.7. Notify the wing safety office of all aero club safety and standardization board meetings.

6.4. Club Maintenance Officer Responsibilities. The maintenance officer monitors the maintenance program and ensures an aggressive, pro-active approach is taken to identify, correct, and prevent aircraft discrepancies. The maintenance officer works closely with the commander's appointed maintenance advisor and club chief of maintenance to maintain a rigorous quality control program. The maintenance officer should have a background in aircraft maintenance gained from military or civilian aviation. An FAA Airframe and Powerplant (A&P) certificate is desirable.

6.5. Chief Flight Instructor Responsibilities. The chief flight instructor shall:

- 6.5.1. Direct all flight training and checkout activities according to 14 CFR Part 61, 91, and 141, AFI 34-217, AFMAN 34-232, USAF Aero Club Instructor Standardization Guide, and the SOP.
- 6.5.2. Conduct check activities as specified in this manual and the USAF Aero Club Instructor Standardization Guide.
- 6.5.3. Make applicant/instructor assignments.
- 6.5.4. Develop standardized flight check procedures.
- 6.5.5. Chair the standardization board meetings.
- 6.5.6. Appoint assistants according to 14 CFR Part 141, as needed, for each course of instruction.
- 6.5.7. Stop any club pilot, whether local or transient, from flying when, in the chief flight instructor's judgment, flight safety may be compromised.
- 6.5.8. Maintain at least a valid FAA Third Class medical certificate.

6.6. Flight Instructor Responsibilities. The flight instructor shall:

- 6.6.1. Stop any club pilot, whether local or transient, from flying when, in the instructor's judgment, flight safety may be compromised.
- 6.6.2. Act as PIC of the aircraft while conducting flight instruction.
- 6.6.3. Assist the chief flight instructor, as required, in developing training and checkout procedures.
- 6.6.4. Conduct training and checkouts according to AFMAN 34-232, USAF Aero Club Instructor Standardization Guide, the SOP, and applicable Federal Aviation Regulations.
- 6.6.5. Maintain at least a valid FAA Third Class medical certificate.

6.7. Chief of Maintenance Responsibilities. The Chief of Maintenance shall:

- 6.7.1. Coordinate the scheduling and priority of all maintenance activities.
- 6.7.2. Perform aircraft maintenance.
- 6.7.3. Supervise aero club mechanics.
- 6.7.4. Establish and maintain the maintenance technical library.
- 6.7.5. Manage the maintenance parts inventory.
- 6.7.6. Ensure environmental and AFOSH standards are met.

6.8. Member Responsibilities. Members shall comply with all applicable directives and operate club aircraft in a safe and prudent manner consistent with Air Force, FAA, and the aircraft manufacturer's guidance. (**NOTE:** Operations that damage aircraft can lead to assessment of pecuniary liability under AFI 34-202, *Protecting Nonappropriated Fund Assets*, examples include; failure to follow checklist procedures, disregarding operating restrictions, flying while out of currency, and careless or reckless operations.)

6.8.1. Members shall:

- 6.8.1.1. Pay established dues.
- 6.8.1.2. Assist the manager or other club officials in daily club operations when requested.
- 6.8.1.3. Present their logbooks, pilot certificate, and medical certificate to the manager, chief flight instructor, or clearing authority for examination upon request.
- 6.8.1.4. Attend scheduled flight safety meetings.

6.8.2. Members are authorized to exercise PIC privileges in an aircraft belonging to another Air Force aero club if each of the following requirements is met.

- 6.8.2.1. The visiting pilot must show proof of good standing and active membership in a military aero club. (**NOTE:** Visiting members are not charged initiation fees or monthly dues unless the visit exceeds one billing period at their home club, then members must pay dues at either their home or the visiting club.)
- 6.8.2.2. The visiting pilot will comply with all host club regulations and pilot qualification requirements.

6.8.2.3. The manager or designated representative will verify membership and currency prior to the visitor flying at their club. (**NOTE:** Visiting pilots will hand-carry a copy of their membership record and training folder to the club where the member is requesting flying privileges.)

6.8.2.4. The visitor shall receive a complete local area briefing by a host club instructor. (**NOTE:** The club SOP may require a local area checkout flight.)

6.9. Standardization Board Member Responsibilities. The standardization board is chaired by the Chief Flight Instructor, and is comprised of the following: 1) all aero club flight instructors, 2) all clearing authorities, 3) club operations and safety officers, and 4) the installation operations and safety advisors.

6.9.1. The board is responsible to the manager for standardizing the club's flying activities, including:

6.9.1.1. Checkout procedures and performance requirements.

6.9.1.2. Annual flight checks.

6.9.1.3. Training curricula, methods and techniques.

6.9.1.4. Identifying applicant/member weaknesses and trends.

6.9.1.5. Flight clearing procedures.

6.9.1.6. Training folders and currency records.

6.9.1.7. Written tests.

6.9.1.8. Local area procedures.

6.9.1.9. SOP.

6.9.2. The standardization board shall make recommendations, through the manager, to the installation commander on matters of pilot discipline. Any board member directly or indirectly involved in an accident, incident, unusual occurrence, or action that may be perceived as a violation of established directives, will not participate in the board's deliberations or recommendations. (**NOTE:** Indirect involvement includes instances where the board member was acting as flight instructor, clearing authority, or in any other capacity whereby the board member's involvement in disciplinary recommendations could create the perception of impropriety.)

6.9.3. Meetings shall be conducted at least quarterly. Minutes shall be kept and forwarded through the manager to the Services commander or division chief for review.

6.10. Clearing Authority Responsibilities. Managers who have successfully implemented the latest HQ AFSVA/SVPAR approved version of ADP are authorized to use self-clearing procedures for their membership who hold at least a FAA Private Pilot certificate. This will allow maximum flexibility and reduce aero club manning requirements. Managers must develop procedures to ensure unauthorized members are not given access to aircraft.

6.10.1. Student pilots flying solo are not authorized self-clearing privileges. A clearing official will dispatch aircraft to solo student pilots.

6.10.2. Managers not utilizing the latest approved HQ AFSVA/SVPAR version of ADP shall continue to use clearing officials to dispatch aircraft to their membership.

6.10.3. If required, clearing authorities shall be designated by the manager, and they must possess at least a valid FAA Private Pilot Certificate, with a minimum of 200 pilot hours to clear pilots operating under VFR. The clearing authority must be a current and qualified instrument rated pilot to clear pilots operating on an IFR flight plan. The clearing authority must have a thorough understanding of this manual, SOP, and applicable FAA and USAF guidance. The clearing authority shall ensure each of the following:

6.10.3.1. The pilot is current, qualified, and prepared for the flight.

6.10.3.2. The pilot has signed off applicable PIF items.

6.10.3.3. The pilot and all passengers have completed an AF Form 1585.

6.11. Forms Prescribed.

AF Form 1710, **Membership Application** _____AFB Aero Club

AF Form 1584, **USAF Aero Club Standardization Record**

AF Form 270, **Aero Club Operations**

6.12. Forms Adopted.

AF Form 9, **Request for Purchase**

AF Form 1585, **Covenant Not to Sue and Indemnity Agreement**

AFTO Form 781A, **Maintenance Discrepancy and Work Document**

AFTO Form 92, **Aerospace Vehicle Condition Inspection Report**

ROGER A. BRADY, Lt General, USAF
DCS/Manpower and Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-201, *Use of Nonappropriated Funds (NAFs)*, 17 June 2002

AFI 34-202, *Protecting Nonappropriated Fund Assets*, 27 August 2004

AFI 34-204, *Property Management*, 27 August 2004

AFI 34-208, *Property and Casualty Program*, 4 April 2005

AFI 34-217, *Air Force Aero Club Program*, 1 February 1997

AFI 37-138, *Records Disposition--Procedures and Responsibilities*, 31 March 1994

AFMAN 23-110, *USAF Supply Manual*, 1 October 2006

AFMAN 34-213, *Nonappropriated Fund Property and Casualty Claims Administration*, 1 December 1995

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, 14 February 2006

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 3 November 2000

Title 14 - Code of Federal Regulations, *Aeronautics and Space*

Title 49, Code of Federal Regulations, Part 830, *Notification and Reporting of Aircraft Accident or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*

Aeronautical Information Manual

USAF Aero Club Instructor Standardization Guide

Abbreviations and Acronyms

14 CFR—Title 14 Code of Federal Regulations

A&P—Airframe and Powerplant Mechanic

AC—Advisory Circular

AD—Airworthiness Directive

ADP—Automated Dispatch Program

AF/A1S—HQ USAF, Manpower, Personnel, and Services

AF/A8PL—HQ USAF, Combat Support and Analysis Division

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFOSH—Air Force Occupational Safety and Health

AFPD—Air Force Policy Directive

AFSC—Air Force Safety Center

AFTO—Air Force Technical Order

AGL—Above Ground Level

AIM—Aeronautical Information Manual

ATP—Airline Transport Pilot Certificate

CBT—Computer Based Training

CFI—Certified Flight Instructor

CTAF—Common Traffic Advisory Frequency

DOD—Department of Defense

ELT—Emergency Locator Transmitter

FAA—Federal Aviation Administration

FCF—Functional Check Flight

FOD—Foreign Object Damage

GSA—General Services Administration

HQ AFSVA/SVC—HQ Air Force Services Agency, Directorate of NAF Purchasing

HQ AFSVA/SVPAR—HQ Air Force Services Agency, Business and Recreation Branch

IFR—Instrument Flight Rules

MAJCOM—Major Command

MEL—Multi Engine Land

MDR—Malfunction Defect Report

NAF—Nonappropriated Funds

NAFI—Nonappropriated Fund Instrumentality

NTSB—National Transportation Safety Board

OPR—Office of Primary Responsibility

OSHA—Occupational Safety and Health Administration

PIC—Pilot in Command

PIF—Pilot Information File

PTS—Practical Test Standards

RCR—Runway Condition Reading

SDR—Service Difficulty Report

SEL—Single Engine Land

SOP—Standard Operating Procedures

SV—Services Commander/Division chief

TDY—Temporary Duty

TBO—Time Between Overhaul

VFR—Visual Flight Rules

VMC—Visual Meteorological Conditions

Vmc—Minimum Control Speed with the Critical Engine Inoperative

Vsse—Intentional One Engine Inoperative Speed

Vyse—One Engine Inoperative Best Rate of Climb Speed

Terms

NOTE: All references to pilot certification and aircraft operations are as defined by Federal Aviation Regulations.

Applicant—A member who is enrolled in a course of training leading to the issuance of a pilot rating or certificate.

Club—Unless specified otherwise, the term "club" refers to the aero club.

Certificate—Refers to a valid airman's certificate as defined by Federal Aviation Regulations.

Flight Instructor—Refers to an FAA certificated Flight Instructor who has completed all checkout requirements prescribed by this manual and has been approved by the manager to conduct flight instruction. Additionally, an "instrument" flight instructor is one who holds a valid FAA Instrument Flight Instructor rating and has been approved to conduct instrument flight training by the manager.

Ground Instructor—Refers to an FAA certificated ground instructor who has been approved by the manager to conduct ground instruction.

Manager—Unless specified otherwise, the term "manager" refers to the appointed aero club manager.

Member—An individual who has joined the aero club, is paying dues and is following guidance provided in AFI 34-217 and AFMAN 34-232.

Month—When used in conjunction with currency requirements, refers to the end of the calendar month.

Pilot—Refers to the individual acting as pilot-in-command of an aero club aircraft.

Student—Refers to an individual training for, but not yet certificated as a private pilot. This also applies to any individual holding a recreational pilot certificate, or another country or military certificate but does not yet hold a Private Pilot Certificate or higher.

Attachment 2**FORMAT FOR STANDARD OPERATING PROCEDURES****A2.1. Chapter 1:** Administration.

- A2.1.1. Membership application, resignation, and expulsion procedures.
- A2.1.2. Quorums and meetings.
- A2.1.3. Aircraft scheduling procedures.

A2.2. Chapter 2: Pilot Currency Requirements.**A2.3. Chapter 3:** Operational Restrictions and Local Area Procedures.

- A2.3.1. Restrictions and Requirements.
- A2.3.2. Clearing Authority and Clearance Procedures.
- A2.3.3. Lost Communications Procedures.
- A2.3.4. Lost and Alternate Airfield Procedures.
- A2.3.5. Weather Recall and Aircraft Evacuation Procedures.

A2.4. Chapter 4: Student Pilot Procedures.

- A2.4.1. This chapter should contain only restrictions and requirements applicable to student pilots.

A2.5. Chapter 5: Safety.

- A2.5.1. Accident / Incident Reporting Procedures.
- A2.5.2. Ground Safety.

A2.6. Chapter 6: Maintenance Procedures.**A2.7. Chapter 7:** Flight Instructor Responsibilities.**A2.8. Attachments:** As needed.

Attachment 3

GRADING PRACTICES

A3.1. Ensure all instructors are grading against a uniform standard and the applicant's progress is assessed against their ability to meet the requirements of FAA Practical Test Standards (PTS) for the desired certificate or rating. Unless waived by HQ AFSVA/SVPAR, the following grades shall be used on the applicant's training record.

A3.2. Individual Maneuver/Task Grade

A3.2.1. **P = Proficient.** The applicant meets the applicable FAA PTS for the individual maneuver/task without intervention or verbal assistance from the flight instructor.

A3.2.2. **S = Safe.** While the applicant does not fully meet the PTS, they are able to consistently perform the maneuver/task safely, without flight instructor intervention or verbal assistance. The applicant is cleared to perform this maneuver/task solo.

A3.2.3. **A = Accomplished.** Unsafe to perform this maneuver/task solo. The applicant is unable to perform the maneuver/task without demonstration, intervention, or verbal assistance from the flight instructor, or the applicant's relative experience makes it impossible to determine if they could perform the maneuver/task without assistance.

A3.2.4. **D = Demonstrated Only.** The flight instructor demonstrated the maneuver/task; however, the student was not allowed to accomplish the maneuver/task. (**NOTE:** If the instructor demonstrated the maneuver/task and then allowed the applicant to perform it, the grade shall reflect the applicant's performance.)

A3.2.5. **✓ = Accomplished While Solo.** Student pilots will place an individual "✓" in the appropriate box to indicate they performed the maneuver one or more times while solo.

A3.3. Overall Grade

A3.3.1. The following grades will be used to assess the students overall performance for the flight. If an applicant receives a grade of *below average* or *below acceptable standards*, the chief flight instructor shall review the applicant's performance with their flight instructor prior to the applicant's next flight.

A3.3.2. **1 = Excellent.** The applicant's performance exceeded expectations, given their phase of training, experience, etc.

A3.3.3. **2 = Above Average.** The applicant's performance was above average, given their phase of training, experience, etc.

A3.3.4. **3 = Average.** The applicant's performance was average, given their phase of training, experience, etc.

A3.3.5. **4 = Below Average.** The applicant's performance was below average, given their phase of training, experience, etc.

A3.3.6. **5 = Below Acceptable Standards.** The applicant's performance was below average given their phase of training, experience, etc.

NOTE: The FAA PTS does not fully cover all maneuvers/tasks; therefore, the chief flight instructor shall supplement the PTS in instances where the PTS performance level is not specific or adequate.

Attachment 4**PILOT CHECKOUT REQUIREMENTS**

A4.1. Below are the minimum certificate and time requirements a pilot must obtain prior to exercising PIC privileges in that category and class of aircraft. Checkouts will not be completed until the pilot has met these requirements. For example, a pilot desires to fly a 230 HP complex single engine aircraft and has logged only 10 hours of complex time, of which 3 hours was in make and model. In this case, the pilot would need to complete the entire approved training program.

A4.2. Single Engine Fixed Gear Aircraft**A4.2.1. 200 Horsepower or Less:**

A4.2.1.1. Airman's certificate (SEL): Student, Private, Commercial, or ATP

A4.2.1.2. Pilot Time: 0 hours

A4.2.1.3. PIC time in aircraft with less than 200 horsepower: 0 hours

A4.2.1.4. PIC time in make and model: 0 hours

A4.2.2. 201 – 236 Horsepower¹:

A4.2.2.1. Airman's certificate (SEL): Student, Private, Commercial, or ATP

A4.2.2.2. Pilot Time: 75 hours, or 50 hours in make and model

A4.2.2.3. PIC time in aircraft with 201 - 236 horsepower: 5 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 5 hours

A4.2.3. 237 Horsepower or Greater:

A4.2.3.1. Airman's certificate (SEL): Private, Commercial, or ATP

A4.2.3.2. Pilot Time: 100 hours

A4.2.3.3. PIC time in aircraft with 237 horsepower or greater: 10 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 10 hours²

A4.3. Single Engine Retractable Gear Aircraft**A4.3.1. 200 Horsepower or Less:**

A4.3.1.1. Airman's certificate (SEL): Private, Commercial, or ATP

A4.3.1.2. Pilot Time: 125 hours

A4.3.1.3. PIC time in complex aircraft: 10 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 5 hours

A4.3.2. Greater than 200 Horsepower:

A4.3.2.1. Airman's certificate (SEL): Private, Commercial, or ATP

A4.3.2.2. Pilot Time: 125 hours

A4.3.2.3. PIC time in complex aircraft: 25 hours; or 5 hours PIC in make and model, or completion of an approved training program of not less than 10 hours ²

A4.4. Multi-Engine Aircraft

A4.4.1. All Horsepower Ratings:

A4.4.1.1. Airman's certificate (MEL): Private, Commercial, or ATP

A4.4.1.2. Pilot Time: 250 hours, of which 50 must be in complex aircraft

A4.4.1.3. PIC time in piston multi-engine aircraft: 25 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 10 hours ²

NOTES:

1. T-41C aircraft are considered in the "200 Horsepower or Less" category.
2. Pilots may proficiency advance with the approval of the chief flight instructor; however, in no circumstances will the flight phase be less than 5 hours.

Attachment 5**MISHAP REPORTING PROCEDURES****A5.1. In case of any aircraft accident or incident:**

A5.1.1. Take whatever immediate action is necessary to provide emergency attention to protect life and prevent further injury to persons or damage to property.

A5.1.2. The police or security police should be notified if the loss involves any type of theft of property or any other criminal conduct. The NTSB should be notified when applicable under NTSB Part 830. Required forms should be completed and filed with the appropriate military and civilian authorities.

A5.1.3. Gather as much information as possible and contact HQ AFSVA/SVPAR and the MAJCOM POC with the following data.

A5.1.3.1. Date of Occurrence.

A5.1.3.2. Time Of Occurrence.

A5.1.3.3. Aircraft Registration Number.

A5.1.3.4. Aircraft Make and Model.

A5.1.3.5. Group I, II, or III Aircraft.

A5.1.3.6. Aircraft Year.

A5.1.3.7. Location of Mishap.

A5.1.3.8. Current Location of the Aircraft.

A5.1.3.9. Pilot's Name (Civilian/Active Duty).

A5.1.3.10. Passengers Name (Civilian/Active Duty).

A5.1.3.11. Injuries Sustained.

A5.1.3.12. Base of Origin.

NOTE: Do not delay reporting while awaiting more complete details, you can send additional information later.

A5.1.4. In the event an accident occurs, **immediately** copy all aircraft and pilot logbook data. The NTSB could impound these records and they will be required for us to assist you in any investigation.

A5.2. Accident/Incident Reporting

A5.2.1. In the event of an aircraft accident or incident, make the following telephone notifications:

A5.2.2. In the event of an aircraft **accident**, or any bodily injury, make the following notifications immediately, regardless of the time of day or night:

A5.2.2.1. Notify HQ AFSVA/SVPAR at DSN 487-4979/4406, Commercial: 210-652-4979/4406 during duty hours.

A5.2.2.2. If after duty hours and you cannot reach HQ AFSVA/SVPA, report the information to the USAF Casualty Reporting Command Post at 1-800-531-5501. They will connect you with someone from HQ AFSVA.

A5.2.3. In the event of an aircraft **incident or property loss**, make the telephone notification as described above immediately if during duty hours, or the next duty day if during non-duty hours.

A5.2.4. Report accidents and serious incidents to AF/A1S in accordance with their *Serious Incident and Reporting for Services Activity* message, dated 27 Jun 01. The HQ AFSVA website provides a link to this message at the following URL, <https://www-r.afsv.af.mil/RD/incidentreporting.htm>.

Attachment 6

**INSTRUCTIONS FOR COMPLETING AF FORM 270
(AERO CLUB OPERATIONS, RCS: HAF-SV (Q) 9495)**

A6.1. This report is a record of all aircraft operated by Air Force aero clubs and is the basis for determining insurance rates for each club. Reports are due to HQ AFSVA/SVPAR NLT the 15th calendar day following the end of the quarter. Continue reporting during emergency conditions, with delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by non-electronic means if possible. Discontinue reporting during “minimize” conditions.

A6.2. Specifics on Completing the AF Form 270 (Figure A6.1.)

A6.2.1. **As of Date:** Last day of the quarter.

A6.2.2. **DSN Number:** Self-Explanatory.

A6.2.3. **Fly Hours (This Quarter and Calendar Year to Date):** Base flying hours on Hobbs meter time; if a Hobbs meter is not installed or is inoperative, multiply tachometer time by a factor of 1.2.

A6.2.4. **Sorties This Quarter:** Total number of sorties flown by all aircraft this quarter. (A sortie is defined as one mission by a single plane)

A6.2.5. **Aero Club Location:** Self-Explanatory.

A6.2.6. **Active Airmen:** Total number of active duty enlisted members.

A6.2.7. **Active Officer:** Total number of active duty officer members.

A6.2.8. **Retired :** Total number of retired members.

A6.2.9. **Other:** Total number of members not reported in previous three categories.

A6.2.10. **Total T-1 Hours :** Total number of T-1 hours flown.

A6.2.11. **Total T-2 Hours:** Total number of T-2 Hours flown.

A6.2.12. **Total T-3 Hours:** Total number of T-3 hours flown.

A6.2.13. **N Number:** Enter the FAA assigned registration number of the aircraft.

A6.2.14. **Aircraft Make and Model:** List any aircraft a club possesses, regardless of airworthiness.

A6.2.14.1. **Group I:** Any aircraft a club owns.

A6.2.14.2. **Group II:** Government and AFSVA Loaned Aircraft.

A6.2.14.3. **Group III:** Leased Aircraft.

A6.2.14.4. Enter the make, model, and type of aircraft. Use more than one line if necessary, and fully identify the aircraft; for example, PA-28R-200, C-177RG, etc.

A6.2.15. **Declared Value:** Declared value is the value a club places on an aircraft. The declared value for a Group I or III aircraft shall be within 15 percent of the average retail price, listed in the published price guide determined by HQ AFSVA/SVPAR, for a comparably equipped make and model. Declared value for Group II aircraft shall be the depreciable interest the club has in the aircraft. A club

may change the declared value due to appreciation or depreciation; however, the club shall not change declared value on leased aircraft unless the lease agreement is also changed to reflect the declared value.

A6.2.16. **Seats:** Self-Explanatory. If number changes, note date of change in remarks column.

A6.2.17. **Rental Rate:** Enter the wet rate charged for aircraft rental. If an aircraft is rented at a dry rate, enter the approximate rental rate if the aircraft were to be rented wet.

A6.2.18. **T-1 Hours:** Hours flown where the primary purpose was training leading to the issuance of a new rating or pilot certificate. This includes solo time flown for this purpose. ¹

A6.2.19. **T-2 Hours:** Hours flown where the primary purpose of the sortie was training conducted for currency, recurrency, annual, or aircraft checkout requirements. An instructor pilot need not be onboard to log this training. ¹

A6.2.20. **T-3 Hours:** Hours flown for other than T-1, or T-2 purposes. This includes recreation, business, TDY, etc., where no training is involved. ¹

A6.2.21. **Sorties:** Number of sorties flown by an individual aircraft during that quarter. (**NOTE:** A sortie is one mission that ends when the aircraft is shut down.)

A6.2.22. **Remarks:** List any pertinent remarks on gain or loss of aircraft during the reporting period to include exact dates of any status changes.

A6.2.23. **Gain Loss:** Indicate gains/losses during the quarter in the remarks section. Once a club reports an aircraft as a gain or a loss, no further entries on subsequent reports are required until a change occurs. Enter the effective date of the gain or loss in the remarks column. Do not use a numerical designator for the month. (**NOTE:** The gain and loss dates of inter-command transfers must coincide to ensure no lapse in insurance coverage; therefore, the gaining and losing clubs must establish a mutually agreeable date on which the transfer occurs.)

A6.2.24. **Signature:** Managers will sign the AF Form 270 in the lower right hand corner.

NOTE:

1. A single sortie may involve one or more categories; for example, an individual may fly 2 hours for recreational purposes and then an hour of pattern work for currency. In this instance that individual would log 2 hours T-3 and 1 hour T-2 time. In each case the total of T-1, T-2, and T-3 hours must equal the total time flown.

Figure A6.1. Aero Club Operations

AERO CLUB OPERATIONS			AS OF DATE	OSN NUMBER				FLY HOURS THIS YEAR		FLY HOURS YTD	SERVICES THIS YEAR
			31 Dec 94	487-4979				2,000		10,000	1340
AERO CLUB LOCATION		ACTIVE AIRMAN	ACTIVE OFFICER	RETIRED		DINER		TOTAL 1-1 HOURS		TOTAL 1-2 HOURS	TOTAL 1-3 HOURS
Randolph AFB		100	100	100		100		1000		500	500
GROUP	NUMBER	AIRCRAFT MAKE/MODEL	DECLARED VALUE	SEATS	RENTAL RATE	1-1 HOURS	1-2 HOURS	1-3 HOURS	SERVICES	REMARKS	
I	3478R	C-172	22,800	4	46.50	400	200	100	500	Gained 01 Oct 94	
I	23456	C-172	21,000	4	46.50	100					
II	432RS	C-172	5,000	4	45.00	200	200	250	400		
III	6340Q	PA28R-200	45,000	4	65.00	300	100	150	440		

Attachment 7**MEMBERSHIP RECORDS**

A7.1. Managers shall maintain membership records on all actively flying members using the following format.

A7.2. Section 1 (In the following order, top to bottom)

A7.2.1. Current AF Form 1585 (Covenant Not To Sue)

A7.2.2. Copy of current pilot and medical certificates for members exercising PIC privileges

A7.2.3. AF Form 1710 (Membership Application)

A7.2.4. Copy of proof of membership eligibility

A7.3. Section 2

A7.3.1. HQ AFSVA Form 1586 (Member Training Record Review)

A7.4. Section 3 (In reverse chronological order)

A7.4.1. All AF Forms 1584 (USAF Aero Club Standardization Record)

A7.5. Section 4 (In reverse chronological order)

A7.5.1. AF Form 1584C (Answer sheets for the latest Standardization, Instrument, and Instructor Exams, if applicable)

A7.6. Section 5 (In reverse chronological order)

A7.6.1. AF Form 1584C (Answer sheets for all aircraft written examinations)

A7.7. Section 6

A7.7.1. Local use items

Attachment 8

PILOT INFORMATION FILE (PIF) BINDER FORMAT

- A8.1.** Managers shall maintain a PIF binder containing at least the following items.
- A8.2.** Items affecting flight operations or safety.
- A8.3.** Applicable local interest items.
- A8.4.** Initial and final aero club mishap message reports, including HQ AFSVA/SVPAR or Air Force Safety Center (AFSC) reviews for the previous 12 months.
- A8.5.** Information items directed by higher headquarters.
- A8.6.** The latest flying safety meeting minutes (not required if meeting is videotaped).
- A8.7.** Latest standardization board meeting minutes.
- A8.8.** Current version of the SOP and status page indicating date of latest edition and changes.